

# OFFICE OF ADMINISTRATIVE LAW

## NOTICE OF VACANCY

### DATA ENTRY OPERATOR 3



**SALARY RANGE:** \$37,767.75 - \$52,973.07 (R14)

**WORKWEEK:** 35 hour workweek

**POSTING PERIOD FROM:** June 10, 2016

**TO:** June 24, 2016

**OPEN TO:** ☐ Unit Scope: ☐ Division Wide  
☐ Department Wide (open to Treasury employees)  
☒ State Wide (all Departments/State employees)

**DIVISION/LOCATION:**  
Office of Administrative Law  
Office of the Clerk  
33 Washington Street  
Newark, NJ 07102

#### JOB DESCRIPTION:

Under supervision by the Manager of the Office of the Clerk, is responsible for the docketing, tracking and entry of critical case management data into the Office of Administrative Law's (OAL) case management system and Practice Manager; prints, proofreads and mails notices of filing; matches notices of hearings with calendars and files; inputs the scheduling of hearing dates into the case management system and runs hearing calendars; prepares contested case files to return agencies; ensures files move back and forth to satellite OAL offices and outside agencies; closes out files; does other related duties.

**REQUIREMENTS:** Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:

**EXPERIENCE:** Two (2) years of experience in the operation of an electronic data entry input device, and/or alphanumeric keyboard to transcribe data into data processing equipment or a computer.

**SPECIAL NOTE:** Since speed and volume are a factor in this position, appointees will be required to demonstrate proficiency in keyboarding, typing and/or document scanning and will be required to pass a proficiency exam.

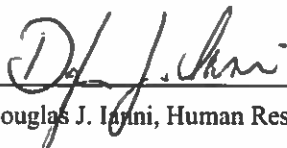
If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury  
Division of Administration/Human Resources  
Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(subject line: Data Entry Operator 3)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT.** Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**JOB POSTING AUTHORIZED BY:**

  
Douglas J. Ianni, Human Resources Officer

*The State of New Jersey is an Equal Opportunity Employer*